




Daniel Moore

Academic coordinator

Organized academic coordinator enhancing educational programs

Academic coordinator with five years of experience overseeing curriculum planning, faculty development, and student success initiatives. Skilled in data analysis, scheduling, and program coordination.

CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 City, ST

KEY SKILLS

- Curriculum scheduling
- Faculty training
- Program evaluation
- Student retention strategies

EDUCATION

- Master of Arts (M.A.) in Educational Leadership

Georgia State University | Atlanta, GA
| June 2018

PROFESSIONAL EXPERIENCE

Academic coordinator

Central High School, Atlanta, GA | July 2018 – present

- Manage scheduling for over 30 faculty members, ensuring balanced workloads and alignment with school goals
- Implement professional development workshops, increasing teacher satisfaction by 20%
- Develop programs to improve student retention, resulting in a 10% year-over-year improvement

Teacher

Central High School, Atlanta, GA | August 2013 – June 2018

- Taught math and science to grades 9 to 12 while assisting in curriculum planning
- Mentored new teachers and served on the school improvement committee